

Interlibrary Loan Fees

LINK+ libraries: Berkeley, SFPL, CCo, ACo, Livermore, Richmond, Hayward,

Contra Costa County : \$5.00 but now free because of Link+

Oakland Public: \$2.00, limit 2 requests per month. \$115 replacement for lost materials

San Francisco Public: \$5.00 but now free because of Link+ (up to \$250 replacement fee)

Santa Clara County: \$4.00

UCSD: \$11.00

UC Berkeley: \$15.00 (unless covered by PLF)

Recommend at least \$5.00 fee

Room Rental Fees (ARPD)

Mastick Social Hall: (2 hr minimum) \$115/hr residents \$140/hr non-residents

O Club: (4 hr minimum) Main room \$115/hr Alameda non-profit : \$175/hr non-resident

Trident room \$100/hr : \$150/hr

Squadron room \$50/hr : \$75/hr

Park Rec Centers (Bayport, Leydecker, Harrison): \$45/hr non-profit : \$55/hr non-resident

Recommend increasing meeting room fees to \$75/hr non-profit

\$100/hr non-resident

Double charge for the entire Stafford room



Meeting Room Fee Schedule



[Meeting Room Policy](#) | [List of Meeting Rooms](#) | [Application for Use of Meeting Rooms](#)

	Main Library 81st Avenue Branch	Dimond Branch Rockridge Branch Chávez Branch	Branch Libraries (except 81st Avenue, Dimond, Rockridge & Chávez)
Group I	NO FEE	NO FEE	NO FEE
Group II	\$12.50/hr. for first 1-4 hours \$10.00/hr. for each additional hour	\$10.00/hr. for first 1-4 hours \$7.50/hr. for each additional hour	\$5.00/hr. for first 1-4 hours \$3.75/hr. for each additional hour
Group III	\$25.00/hr. for first 1-4 hours \$20.00/hr. for each additional hour	\$20.00/hr. for first 1-4 hours \$15.00/hr. for each additional hour	\$10.00/hr. for first 1-4 hours \$7.50/hr. for each additional hour

GROUP I - EXEMPT FROM FEES

- a) A nonprofit under IRS Code 501(c)(3) and open membership group that is co-sponsored by the Library Department.
- b) Any City of Oakland Department or governmental agency.
- c) A nonprofit community group, from the immediate neighborhood of the facility, whose purpose is the betterment of the community, such as Concerned Citizens of Brookfield Village.
- d) A school-affiliated parents or youth group such as the PTA.

GROUP II - MUST PAY PARTIAL FEE

- a) An organized club or special interest group that has been granted IRS Code 501(c)(3) nonprofit status with open membership, such as the League of Women Voters or a qualifying religious group. The group must have a formal organization with officers; no admission charge may be made for attendance at any meeting nor any fundraising take place.

GROUP III - MUST PAY FULL FEE

- a) Other public or private civic, cultural, educational, charitable or political groups not previously mentioned.

Rev. 9/97; 1/01; 6/04

[Website Index](#) | [Privacy Policy](#) | [Contact Us](#)

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Page Last Edited March 24, 2011



Dublin Library Community Room

200 Civic Plaza, Dublin, California 94568

Application Submittal:

City of Dublin - Parks and Community Services Department
100 Civic Plaza, Dublin, CA 94568
(925) 556-4500

HOW TO MAKE A RESERVATION

The City requires the applicant, not another party, to complete all transactions and provide the insurance required for the rental. The applicant is responsible for the activity, payment of fees and provision of insurance.

1. Applications must be submitted in-person at the Parks and Community Services Department Office, Dublin Civic Center, 100 Civic Plaza, Dublin, CA 94568. Applications are NOT accepted via fax, phone or e-mail. Applications are accepted between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, City holidays excepted.
2. The Facility Use Application and a \$250 refundable security deposit must be submitted before the facility can be reserved. Approval takes 3-5 business days; notification of application status will be mailed.
3. The Facility Use Application and full payment are due at least 30 days before the rental date. If an Application is submitted less than 30 days before the rental date, a late charge of \$25 will be assessed. **Rental requests submitted less than two weeks before the requested rental date will NOT be accepted.**
4. In order to receive a resident rate, the applicant must live or own property within the Dublin City Limits. Identification confirming residence address will be required (valid California Driver's license or current utility bill).
5. Groups claiming Dublin residency must provide a current membership roster (51% of membership must own property or reside in Dublin). Facility Use Applications will not be accepted without these items.

SECURITY DEPOSIT

A \$250.00 Security Deposit is due when the application is submitted. The Security Deposit is refundable provided there are no violations of the Facility Use Policy. This deposit may be used to cover charges for additional clean-up, exceeding the scheduled time, damage to the facility or equipment, or cancellations.

CLASSIFICATION OF USERS (See attached Policy for Classification descriptions)

- Groups 1. Group 1A. Library and Group 1B. Public Agencies
Group 2. Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations and Sports Leagues
Group 3. Individuals or Other Groups
Group 4. Commercial Uses

PRIORITY OF USER GROUPS

Group 1A – Reservations accepted up to nine months in advance of the rental date.

Groups 1B and 2 – Reservations accepted three months in advance of the rental date for use during business hours (8 a.m. – 5 p.m., Monday – Friday); six months in advance of rental date for evening and weekend use.

Groups 3 and 4 – Reservations accepted two months in advance of rental date for use during weekdays; four months in advance of rental date for use during weekends.

CONTINUOUS USE

Applicants applying for more than one day of use on a single application are considered Continuous Users. The following reservation schedule applies to Continuous Use:

Groups 1B and 2: Reservations are accepted on a quarterly basis as follows:

- Summer (Jun-Aug) – Accepted starting April 15.
- Fall (Sep-Dec) – Accepted starting July 15.
- Winter (Jan-Mar) – Accepted starting November 15.
- Spring (Apr-May) – Accepted starting February 15.

Groups 3 and 4: Continuous use of the Dublin Public Library Community Room is not permitted for Group 3 and 4 users.

HOURS OF RENTAL USE

1. The Library Community Room is available for rental Sunday through Thursday from 8:00 a.m. to 10:00 p.m., and Friday and Saturday from 8:00 a.m. to 12:00 midnight. Minimum rental period is 2 hours.
2. The room must be vacated by the time specified on the Facility Use Application.
3. Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, band, florist, coordinator, etc.

RENTAL FEES

Events that exceed the scheduled hours will be charged twice the hourly rate for the extra time.

Groups 1 and 2	Public Agencies, Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations, and Sports Leagues	No Fee. <i>The Security Deposit is also waived for conducting a meeting of the organization, unless the podium audio/visual components and /or the piano will be used. Deposit payable at time of application.</i>
	Use for the Purpose of Fundraising	\$68.00/hour
Group 3	Resident Individuals or Other Groups	\$90.00/hour
	Non-Resident Individuals or Groups	\$108.00/hour
Group 4	Dublin-based Business	\$120.00/hour
	Non Dublin-based Business	\$144.00/hour

CANCELLATIONS & REFUNDS

Cancellation requests must be made in writing by the applicant. Refunds will be handled as follows:

90 days or more	Between 90 - 31 days	30 Days or Less
Security deposit refunded less \$25 processing fee.	Forfeit security deposit unless another user re-books the date. If the date is rebooked, the deposit will be refunded less a \$25 processing fee.	Forfeit security deposit and one-half of the fees paid (or payable)

COMMUNITY ROOM - DESCRIPTION and CAPACITY

The Community Room is a 1,830 square foot rectangular, carpeted room with a kitchenette and windows that look out to the Dublin Sports Grounds. The room is equipped with a built in PA system, VCR, video projection system with inputs for a laptop (applicants must provide their own laptop and VGA cable with male connectors on both ends), hearing impaired devices and a presentation screen that drops down from the ceiling. The kitchenette features a refrigerator, microwave, sink with disposal and countertops. Use of the Library Lobby is included with use of the Community Room for uses scheduled outside of the Library's regular business hours (check for current Library schedule). Every effort will be made to provide the number of tables and chairs indicated. Applicant is responsible for providing equipment needed in addition to the equipment available from the City. Tables and chairs provided by the City may not be removed from the facility. All capacities indicated conform to the City Fire Code Requirements. **Applicants will not be permitted to exceed the Fire Code Capacity. Overcrowding is forbidden and will result in cancellation of the event and forfeiture of all fees paid.**

Capacity: Assembly – 122; Dining – 80 (tables & chairs)

Available Equipment: Rectangular Tables (30" x72") – 40; Stacking Chairs (wood) – 122; One Podium (w/AV equipment)



Dublin Library Community Room Rental Application

200 Civic Plaza, Dublin, CA 94568

Application Submittal:
City of Dublin - Parks and Community Services Department
100 Civic Plaza, Dublin, CA 94568
(925) 556-4500

Rental # _____

APPLICANT INFORMATION

Last Name: _____ First Name: _____
Organization (if applicable): _____
Address: _____ City: _____ Zip Code: _____
Home Phone: _____ Daytime Phone: _____
E-Mail: _____
Have you rented one of our facilities before? Yes No (please circle)

CLASSIFICATION OF APPLICANT

- | | |
|--|---|
| <input type="checkbox"/> Group 1 – Public Agencies | <input type="checkbox"/> Group 3 – Resident Individuals or other Groups** |
| <input type="checkbox"/> Group 2 – Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations and Sports Leagues* | <input type="checkbox"/> Group 3 - Non-Resident Individuals or other Groups |
| | <input type="checkbox"/> Group 4 – Resident Commercial Uses** |
| | <input type="checkbox"/> Group 4 – Non-Resident Commercial Uses |

* Must submit the organization's roster (must be 51% Dublin residents), bylaws and current IRS tax exemption letter (must be 501c3 or 501c4) at the time of application.

** Proof of Dublin residency required at the time of application (valid California Driver's License/ID or current utility bill)

RENTAL / EVENT INFORMATION

Date requested: _____ Day of week: SUN MON TUE WED THU FRI SAT
Hours of use (Include set-up and clean-up time): From: _____ am / pm To: _____ am / pm
Name of function: _____
Total anticipated attendance: _____ Children in attendance: _____
Type of function: ☐ Youth Party ☐ Adult Party ☐ Fundraiser ☐ _____
Equipment: ☐ Podium ☐ _____

Will the function be catered? ☐ Yes* ☐ No
Will admission fee be charged? ☐ Yes* ☐ No
Will alcohol be served? ☐ Yes* ☐ No * If yes, liquor liability is required.
Will alcohol be sold? ☐ Yes* ☐ No * If yes, liquor liability and a liquor license are required.
Will candles or open flame devices be used? ☐ Yes* ☐ No * Open Flame Permit may be required.
Will the function be open to the public? ☐ Yes ☐ No

ROOM SETUP DIAGRAM: A B C D E F G (please circle)

The undersigned, hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agree that the City of Dublin, its officers and employees, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers or employees. The undersigned has received a copy of the Facility Use Policy, Clean-Up Requirements, and Rules and Regulations and agrees to comply with the rules and regulations listed therein.

Signature of Applicant

Organization (if applicable)

Date

RESERVATION STATUS - FOR OFFICE USE ONLY**FACILITY USE:**☐ APPROVED ☐ DENIED_____
Parks and Community Services Staff_____
Date**ALCOHOL CONSUMPTION:**☐ APPROVED ☐ DENIED ☐ N/A_____
Parks and Community Services Staff_____
Date

- ☐ APPLICATION RECEIVED _____
- ☐ SECURITY DEPOSIT DATE: _____ PAYMENT TYPE: _____ RECEIPT # _____
- ☐ APPROVAL LETTER
- ☐ SETUP DIAGRAM
- ☐ INSURANCE CERTIFICATE RECEIVED
- ☐ CITY ISSUED INSURANCE CERTIFICATE HAZARD _____ LIQUOR _____ DATE COMPLETED _____
- ☐ CLEANUP SLIP & RULES AND REGULATIONS
- ☐ LIQUOR LICENSE REQUIRED ☐ RECEIVED
- ☐ FIRE PERMIT REQUIRED ☐ RECEIVED
- ☐ FINAL PAYMENT DATE: _____ RECEIPT # _____
- ☐ CONFIRMATION LETTER
- ☐ REFUND ISSUED DATE: _____

CALCULATION OF FEES

Deposit Fee \$ _____

Rental Fee \$ _____ [# Hours _____] x [Fee _____]

Insurance Fee \$ _____ [Homeowner's _____ -or- City Insurance _____]

Extra Fee \$ _____ For _____

Extra Fee \$ _____ For _____

Total Fees \$ _____

Facility Conditions

- Parking availability is not guaranteed and on occasion may be quite limited. All parking is metered from 9 am–6 pm on Monday through Saturday and is \$1 per hour.

- Caterer vehicle access is to CURB ONLY.

- Storage is NOT AVAILABLE either before or after event. This includes food and beverages, floral arrangements, equipment, screens, etc.

Damages/Deposit

\$750 for any event in the Oak View Room or with food or drink \$200 for Las Trampas Conference Room with no food or drink

A deposit for damages and cleaning is due 90 days in advance of the scheduled event. Return of this deposit will be made within 2-4 weeks following the facility use.

Charges for extra cleaning, damages to the facilities and/or furnishings and overtime fees will result in a deduction or forfeit of the deposit. Renters will be billed for any damages not covered by the deposit.

Rental Categories

Private/Commercial: Private renters in this category include events such as wedding receptions, social events, anniversary parties, etc. Commercial renters are those connected with a business or commercial venture who use the facility for events such as: sales, product demonstrations, business or recruitment meetings, classes, staff or training meetings.

Non-profit: Groups include not-for-profit, non-restrictive clubs, civic, religious or 501(c)3 service organizations, and private/public schools. A copy of the letter granting organization's non-profit status from the Secretary of State's office will be required prior to booking.

Library rentals are not handled by library staff, please see below.

Rental Information and Reservations
Monday-Friday, 9:00 am–4:00 pm
925.256.3575

City of Walnut Creek
Facility Rentals
301 N. San Carlos Drive
Walnut Creek, CA 94598
www.walnut-creek.org/rentals

Rooms to Rent

Walnut Creek Library Address:

1644 N. Broadway
Walnut Creek, CA 94596

Hours available for rent:

Monday – Thursday: 8:00 am – 10:00 pm
Friday/Saturday: 8:00 am – 1:00 pm
Sunday: 8:00 am – 12:00 midnight

OAK VIEW ROOM

Private/Commercial - \$100/hour

(required 2-hour minimum)
Non-Profit - \$65/hour (required 2-hour minimum)

Projector and screen - \$50/reservation

Size/Capacity

1829 square feet
150 auditorium seating
54 classroom seating
108 sit-down dining

Equipment

24 rectangle tables (30" W x 72" L)
150 chairs
room divider for breakout sessions
lecturn
projector and screen
microphone

Kitchenette with microwave, full size refrigerator and sink.

LAS TRAMPAS CONFERENCE ROOM

Private/Commercial & Non-profit - \$25/hour
(required 2-hour minimum)

Size/Capacity

415 square feet
16 seated

Equipment

conference table for 16 (192" x 60")
(conference table cannot be moved)
phone with conference-calling capability
LCD flat panel with laptop input
tablettop lecturn

Rental Information and Reservations
Monday-Friday, 9:00 am–4:00 pm
925.256.3575

www.walnut-creek.org/rentals

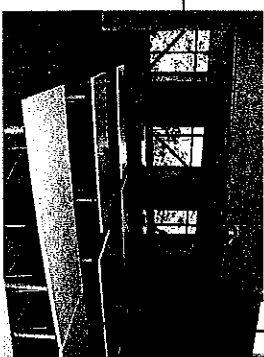


City of Walnut Creek

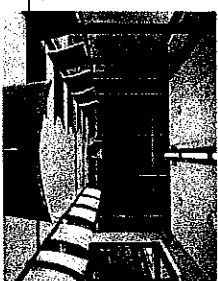
Walnut Creek Library Room Rental Information



Oak View Room



Las Trampas Conference Room



City of Walnut Creek
Facility Rentals
925.256.3575
www.walnut-creek.org/rentals

Reservation Procedure

1. Complete an online inquiry at:
<http://www.walnut-creek.org/rentals> or call 925.256.3575 between 9:00 am and 4:00 pm, Monday-Friday.
2. Reservations for bookings during non-library business hours may be accepted one year in advance. Requests for reservations during library business hours are accepted on a quarterly basis. Availability contingent upon staffing for rentals requested with less than 30 days notice.

Library Business Hours
Monday - Thursday 10:00 am - 8:00 pm
Friday & Saturday 10:00 am - 6:00 pm
3. Payment:

Credit Card: VISA or MasterCard in-person or by calling 925.256.3575
Monday-Friday, 9:00 am-4:00 pm.

Cash: In-person at
Heather Farm Community Center
301 N. San Carlos Drive
Walnut Creek, CA 94598

Check (30 days+ prior to rental date):
Made payable to City of Walnut Creek, in-person or mailed to:
Attn: Recreation Division
301 N. San Carlos Drive
Walnut Creek, CA 94598
4. A contract will be sent to the primary contact once the reservation is confirmed with the initial payment. The initial payment is \$500 or the entire rental fee, whichever is less. The contract must be signed and returned within 15 days of issuance. The balance of the rental fees and refundable damage deposit must be received no later than 90 days prior to the date of facility use.

Cancellations/Changes

- Cancellations will be handled as follows:
- 90 days or more prior to use date—
forfeit initial payment
 - Less than 90 days prior to date of
use—
forfeit entire rental fee
- Change Fee: \$25 for any change to rental contract within 90 days.

Policies

- All fees and use regulations are subject to change.
- Rental agreements cannot be transferred, assigned, sublet or issued to minors.
- Amplified music is prohibited during Library business hours.
- Certain users may be required to produce a City of Walnut Creek Business License at the time of application. Please check with the Business License office at (925) 943-5821 for more information.
- Other than guide dogs, animals are not permitted in the building.
- Smoking is prohibited inside the Library.
- Walnut Creek Municipal Code Sec. 10-8.107 prohibits placement of any temporary signs advertising the event anywhere in the City of Walnut Creek.
- A contract may be terminated or voided if the information provided on the application is determined to be inaccurate and/or incorrect.
- Renters may be required to pay for security for the duration of the rental. The Facility Rental Coordinator will make arrangements for security, and costs for security will be incorporated into rental agreement.
- Gambling in any form will not be permitted unless the applicant has received prior approval from the City of Walnut Creek Police Department.

Services Provided

Tables and chairs are provided and will be set up prior to rental start time based on a floor plan provided by the renter in advance. The facility will **NOT** be open prior to the rental start time for set up, caterers, bands, or decorators.

RENTAL HOURS MUST INCLUDE TIME FOR ALL PREPARATION AND CLEAN UP.

Responsibilities

Renters are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from the use of Library facilities. Renters shall be responsible for the control and supervision of all people in attendance during the usage of the facility and shall take care to see that no damage is done to the facility, and that everyone conducts him/herself in an orderly manner. If damages or behavior of the group warrant, a function may be stopped in progress, and renter may be denied further use of the facilities.

THE BUILDING ATTENDANT IS RESPONSIBLE FOR THE FACILITY AND MAY REQUEST POLICE ASSISTANCE AT ANY TIME TO PREVENT ABUSE OF PRIVILEGES AND TO ENFORCE FACILITY RULES AND REGULATIONS.

Alcoholic Beverage Policy

Alcoholic beverages may be consumed only with advance approval and payment of an Alcoholic Beverage Service Fee (\$75). Advance approval may be obtained by indicating the intention to serve alcohol on the rental application.

If alcoholic beverages will be sold, a license must be obtained in advance from the Alcoholic Beverage Control Board (ABC) in addition to the Alcoholic Beverage Service Fee (\$75). This includes direct exchange of money for beverages, purchase of tickets that may be exchanged for beverages, or purchase of a dinner or event ticket that includes the service of alcoholic beverages.

To obtain an ABC permit, renters are required to have:

- Letter of permission from the Walnut Creek Police Department. Phone: (925) 943-5844

ABC will issue one day permits to groups who wish to sell beer or wine at fundraisers. ABC is located at: 1515 Clay Street, Oakland Phone: (510) 622-4970

Alcoholic beverages may not be served to minors.
Alcohol may not be served at youth functions where the guest of honor is under 21.

Clean-Up

Renter's cleaning responsibilities are:

- IN THE OAK VIEW ROOM AND CONFERENCE ROOM
 - Wipe off tables and chairs
 - Place trash in receptacles provided
 - Clean all spills and stains from floors

IN THE KITCHENETTE

- Clean and return facility equipment used
- Clean all spills and stains from all kitchen surfaces
- Place trash in receptacles provided

Renters are responsible for the set-up and removal of all decorations and outside equipment. Decorations must be of flame retardant material. The use of nails, tacks, staples, etc. is prohibited. Blue painter's tape may be used except on varnished surfaces.

PROHIBITED ITEMS

Confetti (paper, plastic or metal), rose petals, candles, glitter, aerosol streamers, sand, hay, etc., ARE PROHIBITED INSIDE OR OUTSIDE THE LIBRARY. Using any of these items may result in the termination of your event.

RENTAL HOURS MUST INCLUDE TIME FOR ALL PREPARATION AND CLEAN UP.



ALAMEDA RECREATION AND PARK DEPARTMENT
2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529

ALBERT H. DEWITT OFFICERS' CLUB

641 West Redline Ave, Alameda, CA 94501

1. All requests must be made in the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, Monday through Friday from 8:30 a.m. to 5:00 p.m.
2. Requests will not be accepted less than seven (7) working days.
3. Payment may be made by cash, cashier's check, money order, personal check, VISA or MasterCard. Please make checks payable to ARPD. **A refundable cleaning and security deposit of \$500 is required at the time of booking. Final remaining balance must be paid in full two weeks prior to your event.**
4. Permits will be issued to adults (21 and over) with a six-hour minimum for Commercial Business and a four-hour minimum for all other events. **Set up and clean up of the kitchen is the responsibility of the individual group or caterer and the time will be included in the total of time of the permit.**
5. Rentals for events for persons under 21 years of age require 1 adult per 10 adolescents for supervision.
6. Refunds will only be granted under special circumstances. Cancellations must be made three weeks prior to event date in order to receive a full refund, including your deposit.
7. **Smoking is not permitted inside the building.**
8. An ARPD staff person will be assigned fifteen (15) minutes prior to the permit time and will be in charge of the facility during the entire permit time.
9. All plans for decoration must be approved by the Alameda Recreation and Park Department prior to installation and it must be removed at the end of the permit time. At no time shall any nails, tacks, staples, electrical tape or marring materials be used or attached to walls or fixtures of any facility. **NO GLITTER, CONFETTI, SMOKE OR FOG MACHINES TO BE USED IN THE BUILDING! YOU MAY NOT COOK IN THE BUILDING WITH OUTSIDE EQUIPMENT.**
10. Music must be concluded at 11:00 p.m. - Monday through Thursday; 12:00 midnight - Friday, Saturday and Sunday. Sound may not exceed noise levels as specified in **City of Alameda Ordinance No. 4-10.4.**
11. Additional regulations governing the use of specific facilities are attached.
12. ARPD does not offer an in-house caterer. There is a kitchen available to heat/warm food. If you bring outside food into the building, you will be charged the concession fee, which must be paid when final payment is due. A copy of the caterer's insurance is due two (2) weeks prior to your event.
13. The contract agreement and set-up diagrams must be submitted 14 days prior to your event.

(See other side for rates)

THE CITY OF ALAMEDA REQUIRES ADDITIONAL INSURANCE BE OBTAINED WHEN ALCOHOL IS BEING SERVED. *Alcohol shall not be consumed outside of the building, on any public street, sidewalk, or right-of-way, as specified in Alameda Municipal Code 23-5.* If you are selling alcohol at the event or if the event is for someone under 21 years of age, additional Liquor Liability must be purchased.

Group A	Priority 1	<u>City Sponsored</u> Any and all City government sponsored functions and/or activities
Group B	Priority 2	<u>Alameda Unified School District</u> School activities generated by School District for purposes directly related to the education as directed or approved by the School Board or District Office administration.
Group C	Priority 3	<u>Alameda Non-Profit (Monday through Thursday)</u> All public youth groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of Alameda school-age children. Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws. Groups may include: PTA and other school associated parent/teacher/student associations, Booster Clubs, etc. All public adult groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of Alameda school-age children. Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws.
Group D	Priority 4	<u>Private Resident (Friday, Saturday & Sunday)</u> All Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed.
Group E	Priority 5	<u>Non-Residents and Non-Alameda Non-Profit Groups</u> All non-Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed.
Group F	Priority 6	<u>Commercial Business</u> All youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc.

A refundable cleaning and security deposit of \$500 is required at the time of booking.
Final remaining balance must be paid in full two weeks prior to your event.

ROOM/ OCCUPANCY	GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F	CONCESSION FEE	NON-PROFIT CONCESSION FEE
MAIN* 250-300 max	No Fee	\$75 per hour	\$115 per hour	\$150 per hour	\$175 per hour	\$1,075 6 hours	\$600	\$300
TRIDENT* 120-200 max	No Fee	\$65 per hour	\$100 per hour	\$125 per hour	\$150 per hour	\$875 6 hours	\$400	\$200
TERRACE* 90-110 max	No Fee	\$55 per hour	\$80 per hour	\$100 per hour	\$125 per hour	\$725 6 hours	\$200	\$100
SQUADRON* 30-50 max	No Fee	\$50 per hour	\$50 per hour	\$50 per hour	\$75 per hour	\$425 6 hours	\$60	\$30

***AN ADDITIONAL \$250 NON-REFUNDABLE CLEANING FEE
MAY BE CHARGED FOR ALL ROOMS FOR SOME EVENTS, I.E. CRAB FEED**

The hourly rate must be a minimum of 4 hours except for Commercial Business category.

Set-up and clean up time are to be included in rental hours.



ALAMEDA RECREATION AND PARK DEPARTMENT
2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529

RECREATION CENTER RENTAL

1. The following centers may be reserved on weekends, when available:
 - ♦ **Bayport** – 301 Jack London Avenue (near Alameda Point)
 - ♦ **Harrison** (located in Lincoln Park) - 1450 High Street
 - ♦ **Leydecker** - 3225 Mecartney Road (Bay Farm Island)
2. Facilities are not available on the weekends and day of: **New Year's Eve, Martin Luther King', Presidents' Birthday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day/Day After and Christmas Eve/Day.**
3. All requests must be made in person at the Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, Monday through Friday from 8:30 a.m. to 5:00 p.m.
4. Reservations will not be accepted less than seven (7) working days or more than ninety (90) days prior to the date requested. **EXCEPTIONS:** Wedding receptions and Class Reunions may be reserved up to six (6) months in advance.
5. All fees must be paid in full at the time the reservation is issued. Cash, personal check (payable to ARPD), VISA or MasterCard, cashier's check and money order are acceptable. **A Refundable Cleaning and Security Deposit of \$300 is required at the time of booking.**
6. Permits will be issued to adults 21 years and over.
7. A two-hour minimum is required. Set-up and clean-up time will be included in the total number of hours of the permit.
8. Refunds granted under special circumstances.
9. Groups or individuals may not reserve the facility on a regular month-to-month or week-to-week basis. Groups or individuals may not reserve the same facility more than two times per quarter.
10. An assigned ARPD staff person will arrive 15 minutes before the permit time and will be in charge of the facility during the entire permit time. Staff will assist the rental group in set up and clean up. **Groups will not be admitted earlier than the starting time of the permit.**
11. All plans for decorations must be approved by the Alameda Recreation and Park Department prior to installation and decorations must be removed at the end of the permit time. Nails, tacks, staples, electrical tape or marring materials are not to be used or attached to walls or fixtures on any City property. Confetti, candles and other open flames are prohibited.
12. Alcohol may be served providing certain insurance guidelines are met. Check with Department representative for details. Consumption of alcoholic beverages is restricted to inside the recreation centers with the exception of the enclosed patio at Harrison Center (**Alameda City Ordinance No. 23-1.7**). Alcohol may not be sold.
13. Smoking is not allowed in the building.
14. Advertising or selling of any product or service is prohibited

15. **Deposit Refunds:** Lessee is expected to return the reserved room to pre-use condition in order to receive refunds. The lessee must agree to take full responsibility for the behavior exhibited by his/her guests. If staff deems a situation uncontrollable and must call for police intervention, the total deposit will be automatically forfeited.
16. Centers may be reserved, when available, during the following hours:

Bayport Recreation Center

9:00 a.m. - 10:00 p.m.
99 Dining; 212 Assembly

Harrison Recreation Center (Lincoln Park)

9:00 a.m. - 11:00 p.m.
110 Dining; 240 Assembly

Leydecker Recreation Center

9:00 a.m. - 12:00 midnight
70 Dining; 150 Assembly

NOTE: Music is confined to inside buildings. Music must be concluded at 10:00 p.m. at Bayport and Harrison Centers and at 11:00 p.m. at Leydecker Center. **NO AMPLIFIED MUSIC ALLOWED OUTSIDE.**

17. All requests will be considered on a first-come, first-served basis using the following priority system:

GROUP A - ALAMEDA RECREATION AND PARK DEPARTMENT

All Recreation and Parks sponsored groups or programs.

GROUP B - SCHOOL GROUPS AND GOVERNMENTAL AGENCIES

All school groups directly related to the Alameda Unified School District or one of the Alameda parochial or private schools. Government agencies for community service programs only.

GROUP C - NON-PROFIT, TAX EXEMPT PUBLIC YOUTH GROUPS AND/OR PUBLIC ADULT GROUPS

All public **youth** groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of Alameda school-age children. Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws. Groups include: PTA and other school associated parent/teacher/student associations such as Booster Clubs, Student Body Clubs, etc.

All public **adult** groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of adults and/or youth and/or civic improvement. Groups must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have definite organizational structure and by-laws.

GROUP C1- PUBLIC YOUTH GROUPS AND/OR PUBLIC ADULT GROUPS

All public **youth** groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of Alameda school-age children. Groups must meet regularly, have a definite organizational structure and by-laws.

GROUP C1- PUBLIC YOUTH GROUPS AND/OR PUBLIC ADULT GROUPS (Continued)

All public **adult** groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of adults and/or youth and/or civic improvement. Groups must meet regularly, have a definite organizational structure and by-laws.

GROUP D - ALL OTHER YOUTH OR ADULT GROUPS

All other **youth or adult** groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit making groups will not be allowed.

RENTAL FEES - EFFECTIVE FEBRUARY 23, 2010

ALL PERMITS REQUIRE ASSIGNED STAFF

	A	B	C	C1	D
<u>MEETING ONLY</u>	NO COST	\$20 per hour	\$45 per hour	\$45 per hour	NOT ALLOWED
<u>OTHER ACTIVITIES</u>	NO COST	\$30 per hour	\$55 per hour	\$55 per hour	\$90 per hour
<u>FUND RAISING</u>	NO COST	\$30 per hour	\$55 per hour	\$55 per hour	\$125 per hour

NOTE: NON-RESIDENTS ADD AN ADDITIONAL \$30 PER HOUR

A Refundable Cleaning and Security Deposit of \$300 is required at the time of booking.

18. Functions involving minors must provide a minimum of one chaperone (21 years and older) per 10 minors.
19. The City of Alameda and the Alameda Recreation and Park Department assume no legal responsibility for personal injuries, thefts or losses of private property while on or using City facilities. Each organization and group should provide their own personal liability insurance where injuries, thefts or losses might occur.
20. Fees will not be refunded for reserved time not used. Fees are based on an hourly basis; there is no ration of rates for half hour used.

Revised – February 23, 2010

Mastick Senior Center

Availability and Fees:

1. The Mastick Senior Center Social Hall is ONLY available:

Monday thru Thursday - 5:00 p.m. - 11:00 p.m.

Saturday - 6:00 p.m. - Midnight

(Music to cease at 11:00 p.m.)

Sunday - 11:00 a.m. - 6:00 p.m.

2. The hall is not available for rental on legal holidays celebrated by the City of Alameda. Holidays include: Presidents' Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day.

3. The hall must be rented for a minimum of two (2) hours. Rates per hour shall be pro-rated by the ½ hour after the initial two-hour minimum.

4. The hourly rental rate is \$115 for residents and \$140 for non-residents. Payments must be paid by cash, money order, or cashier's check. The full rental fee is due 14-business days prior to the event.

5. A \$300 refundable deposit, payable in cash, money order, or cashier's check, is due upon approval of the rental permit.

6. Cashier checks and money orders for rental fees and deposits should be made payable to the Alameda Recreation & Park Department/Mastick Senior Center. Rental profit will be used for maintenance of Mastick Senior Center.

Rules and Regulations:

1. Reservation requests will not be accepted less than 14 business days prior to the event and no more than 90 days in advance.

2. Music must be confined inside the hall and must conclude at 11:00 p.m., including Saturday. Sound may not exceed noise levels as specified in City of Alameda Ordinance #2177.

3. Permits will be issued to adults (21 and over) ONLY.

4. No group may reserve the hall on a monthly basis. Facility reservations are limited to two per quarter.

5. Smoking in the Mastick Senior Center Social Hall is prohibited.

6. Alcoholic beverages of any kind are not permitted.

7. Zoning restrictions prohibit for profit events for personal and/or corporate gain.
8. Non-profit organizations must submit a written request when wishing to charge an admission fee, accept donations, or sell items at an event. Money cannot be exchanged without written authorization.
9. Dances are restricted to wedding receptions and/or dances sponsored by private, non-profit organizations serving adults.
10. Decorations are limited to items on tables, counter tops, and floors. Plants, bushes, trees, and flowers must be in watertight containers to avoid damage to the floor. Wall decorations may be attached to the walls, ceilings, doors, or windows with special adhesive ONLY. Please discuss decoration ideas with the Rental Coordinator or designee PRIOR to the event. At no time may nails, tacks, staples, electrical tape, or marring materials be used or attached on walls or fixtures within the hall.
11. Staff will set-up and take down tables, chairs, microphones, and other equipment as prearranged with Rental Coordinator or designee.
12. After an event, the facility must be left in a clean and orderly condition.
13. Mastick Senior Center reserves the right to refuse the use of the hall for any fundraising event, which may come in conflict with Mastick Senior Center sponsored events.
14. The Rental Coordinator or designee will arrive 15 minutes prior to the permit time and will remain on-site throughout the rental period.
15. Set up and clean up time will be included in the total of the permit. Renters will not be permitted into the hall prior to time specified on the permit.
16. Functions involving minors must provide a minimum of one chaperon (21 years and older) per 10 minors.
17. The Rental Coordinator or designee may request renter to provide security guard for the event at renter's expense.
18. Applicant/renter is responsible for enforcement of all rules and regulations outlined above. Failure to enforce rules and regulations may result in forfeiture of security deposit and termination of event.
19. The City of Alameda, the Recreation and Park Department, and Mastick Senior Center assume no legal responsibility for personal injuries, thefts or losses of private property while on or using City facilities, Mastick Senior Center. It is recommended that each individual, organization, or group provide their own personal liability insurance in the event of injuries, thefts, or losses.